## CONFIDENTIAL Approved For Release 2006/11/04 Approved For Release 2006/11/04 File 78,05054A000100100064-7

	FORM STO	CK R	EPLENI	SHMENT NOTICE,	COOR	NOITANID	AND A	APPROVAL REG	CORD	
I STOCK REPLENISHMENT NOTICE			II REFERRAL							
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FORM NO. EDITI		EDITION DATE	Please review currency, points of and need for continued stockage, possibility of future revision, adequacy of present procedures and issuances, and any other factors affecting continued requirements for this form. If unclassified, weigh advisability of printing outside Agency by uncleared personnel. Complete Sec. III and return within 30 calendar days from this date. Failure to reply or to call					d		
Please verify current status of this form and authorize reprint or other appropriate action to replenish stocks.		LEVEL (YR. RQMTS.)						y 0		
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# CONFIDENTIAL Approved For Release 2006/11/04wife AFRIDP 7.8-05054A000100100064-7

STOCK REPLET	NISHMENT	NOTICE	II .	REFERRAL	
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(5-9-37-38)

## CONFIDENTIAL Approved For Release 2006/11/04 WG-A-RING 76-05054A000100100064-7

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Approved For Release 2006/11/04 CONFRENT & 05054A 60 COORDINATOR'S FILE

(5-9-37-38)

## Approved For Release 2006/11/04 When Fined 78, 05054A000100100064-7

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## CONFIDENTIAL Approved For Release 2006/#16/04File#AFRDP78-05054A000100100064-7

STOCK REPLEN	VISHMENT NOTICE	CE NOTE		TION AND APPROVAL F	RECORD			
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## ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS INSTRUCTION NO. 45-8

LI 45-8 LOGISTICS Revised 27 April 1971' I AUGUST, 1924

SUBJECT : Printing Services

REFERENCE: LI 70-2 dated 25 July 1976

#### 1. GENERAL

This Instruction sets forth the procedures required for obtaining printing services including graphics and visual aids support and the printing of forms for stock replenishment, through the Printing Services Division. It also implements and establishes a procedure within the Office of Logistics for numbering Printing Services Requisitions (Form 70).

## 32. BACKGROUND

The Printing Services Division will procure or approve for procurement all printing, including that which is procured from the Government Printing Office (P), Requests for printing services will be routed from the central receiving point to the most suitable producing plant, to the Government Printing GPO Office or to Procurement Division for commercial procurement, as each case may warrant.

## 3. SUBMISSION OF REQUESTS FOR PRINTING SERVICES

All requests for printing services will be addressed to the central receiving point. Production Manager. Printing Services PSD Division. Room 154 Printing Services Building. Exceptions to this may be authorized only by the Chief, PSD, or his designee at the central receiving point.

a. Printing Services Other Than for Printed Forms

Printing Services Requisitions (Form 70) will be numbered in accordance with procedures outlined in paragraph #,

#### ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS INSTRUCTION
NO. 45-8

LI 45-8 LOGISTICS Revised 27 April 1971

and submitted to the central receiving point. While requisitioning offices are encouraged to indicate the desired reproduction process on the requisition, the PSD Printing Services Division has the final responsibility for selection of process, format, and the facility where the work will he done. Discussions regarding graphics or visual aids work may be directed to the Chief, Graphics and Visual Aids Staff, PSD, GD-79 Headquarters Building

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## b. Printing of Office of Logistics Forms

Requests for new, revised, or reprint orders for forms or form letters, which are of primary interest to, initiated by, or for sole consumption of the Office of Logistics, will be submitted in accordance with the procedures contained in LI 70-2.

## Printing of Forms for Stock Replenishment or Overseas Use

certain coordination must be made and approvals obtained. These include approvals by the Area Records Officers and/or Forms Management when a revision is involved. Also, a determination by PSD the Printing Services Division will be made as to whether the form will be printed in Agency facilities, the Gevernment Printing Office, or commercial concerns. These approvals and decisions will be indicated on Form 30A. When it has been determined that a form will be printed in Agency facilities, a Printing Services Requisition (form 76) will be submitted. When the form is to be printed by other than Agency facilities, a Form 1245 will be prepared, a woucher equation form 76 will be prepared, a woucher assigned and ten run-off copies submitted.

Both the Form 70 and Form 1245 will indicate the necessary approvals which have been granted.

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### ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS INSTRUCTION NO. 45-8

LI 45-8 LOGISTICS

Revised 27 April 1971

- Where printing is to be accomplished at GPO, PSD the Printing Services Division will prepare Standard Form 1, requesting that the work be processed or that a waiver be granted for commercial procurement.
- When a waiver is granted, it will be forwarded with a request and eight copies of Form 1245 to PD to Procurement Division for action. (3)
- (4) One copy of Form 1243 will be returned to Supply Division, Supply Management Branch (5D/5MB) indicating that action has been transferred to Procurement Division PD.
- Requests' for procurement of standard forms (5) will be prepared on Form 1245 and forwarded to PD, to Procurement Division, through Supply Manage SD /5MB ment Branch, Supply Division.

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Therepfions to the routing of work to the control receiving point may be authorized by the Chief, Printing Services (950) Division, or his designee at the sentral receiving point.

### NUMBERING OF PRINTING SERVICES REQUISITIONS (FORM 70) WITHIN THE OFFICE OF LOGISTICS OF

The Executive Officer, for the Office of the Director, and the Chiefs of Staffs and Divisions, OL, shall designate one individual who will be responsible for maintaining centralized control of Printing Services Requisition job numbers for each code number assigned. The Executive Officer, OL, shall designate personnel to sign Printing Services Requisitions and furnish

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#### ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS INSTRUCTION NO. 45-8

LI 45-8 LOGISTICS Revised 27 April 1971

the Chief, Printing Services Division, with any changes to the list. Code numbers to identify Office of Logistics requisitioning offices are assigned as follows:

- 820 Office of the Director (including Executive Office) and Procurement Management Staff
- 821 Plansing State and Programs Staff
- 822 Procurement Division
- 823 Real Estate and Construction Division
- 825 Supply Division
- 826 Supply Division, Contral Report, Sweet Supply Management Beanch Lanen (for stock items)
- 827 Personnel and Training Scarr
- 828 Printing Services Division
- 829 Security Staff
- 830 Logistics Services Division

Requisition job numbers will consist of the code number; a secondary number, to be assigned consecutively beginning with "l" at the start of each fiscal year; and the fiscal year number. For example: The first Diffice of the Director requisition number for the dext fiscal year would be "870-1-75."

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ACTING DITECTOR OF LOGISTICS

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UNCLASSIFISASpproved For Re	COUTING	AND	RECOR	D SHEET
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Approved For Release 2006/11/04 : CIA-RDP78-05054A000100100064-7